



**JUSTICE CABINET
DEPARTMENT OF
JUVENILE JUSTICE
POLICY AND PROCEDURES**

REFERENCES:

CHAPTER: Administration

AUTHORITY: KRS 15A.065

SUBJECT: Light Duty Assignment

POLICY NUMBER: 131

TOTAL PAGES: 2

EFFECTIVE DATE: 12/01/2014

APPROVAL: Bob D. Hayter , COMMISSIONER

I. POLICY

Requests made by a Department of Juvenile Justice (DJJ) staff for light duty assignment shall be made through their supervisor.

II. APPLICABILITY

This policy shall apply to all staff of the Department of Juvenile Justice.

III. DEFINITIONS

Refer to Chapter 100.

IV. PROCEDURES

- A. Staff requesting light duty assignment shall submit a written request to their supervisor along with supporting documentation from an appropriate medical professional.
- B. The Supervisor shall forward the request to the Division Director and a copy to the Personnel Branch.
- C. DJJ shall have the option to request staff to submit a completed Medical Status Report (MSR).
- D. The Division Director shall consult with the Supervisor and Personnel Branch, if necessary.
- E. The Division Director shall provide a written response to the staff, with a copy to the staff's chain of command and Personnel Branch.
- F. Light duty assignments shall be approved only in circumstances where there are light duties available and shall not exceed twelve (12) weeks.

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G. Staff shall submit requests for extensions through their chain of command to the Commissioner's Office for disposition.

V. MONITORING MECHANISM

This policy shall be reviewed annually by the Commissioner's Office and Administrative Services, Personnel Branch.